

# QUICK STEPS IN PROJECT MANAGEMENT TOOLBOX

HOW DO YOU...	WHERE...	WHO...
Activate a Project from National Office	Program, Administration, Project Activation	Program Manager
Assign a Project to a Project Manager	Program, Administration, Project Activation	Program Manager
Create a Project Regionally (BA61, BA54, BA80)	Program, Administration, Project Registration Regional	Program Manager
Assign a Regional project to a program	Program, Administration, Program Registration Regional	Program Manager
Assign Funding to a New Project	Fund, Execution, Project Planned Funding	Funds Manager
Find a project that's assign to you	Project, Select Project	Project Manager
Create a project team rolodex	Project, Development, Project Team & Other Contacts	Project Manager
Create a Microsoft Project file	Project, Development, Project Delivery Strategy	Project Manager
Create spending plan by funds amount	Project, Financial, Spending Plan Amounts	Project Manager
Find additional regional available funding	Fund, Execution, Project Available Funding	Funds Manager
Distribute available regional funding	Project, Financial, Distribute Available Funds	Project Manager
Create a Requisition	Project, Financial, Issue Requisition	Project Manager
Create a financial commitment	Project, Financial, Commitments	Project Manager
Select a requisition	Contract, Procurement	Contract Manager
Award a Contract	Contract, Procurement	Contract Manager
Distribute obligations by fund source	Project, Financial, Obligations	Project Manager
Make contract payments	Contract, Payments	Contract Manager
Make a contract payment for PBS	Project, Financial, Payments, PBS Contracts	Project Manager
Add subprojects to a schedule	Project, Development, Project Delivery Strategy	Project Manager
<del>Manage cost of project (PDS)</del>	<del>Project, Cost, Project Development Stage</del>	<del>Project Manager</del>

Note: Words in ~~strike through~~ are under construction, do not use those steps.

**HOW DO YOU...****WHERE...****WHO...**

Assign project planned funding	Fund, Execution, Project Planned Funding	Funds Manager
Distribute planned funding by fund type	Project, Financial, Spending Plan Amounts	Project Manager
Review milestone of project	Project, Execution, Review Milestone	Project Manager
<del>Review project management plan</del>	<del>Project, Execution, Project Management Plan</del>	<del>Project Manager</del>
Create a project baseline	Project, Execution, Set Baselines	Project Manager
Create line item/ASID Fund Distribution	Fund, Execution, Line Item Funding Distribution	Fund Manager
Create an Anticipated Cost Worksheet	Project, Financial, Anticipated Cost Worksheet	Project Manager
Check for messages	Window, Check for messages	All Users